Lieutenant Governor André Bauer
Office on Aging

2007 Summer School of Gerontology

Francis Marion Hotel
Charleston, South Carolina
August 20-24-2007

Changing the Way We Age:
Getting Better at Getting Older

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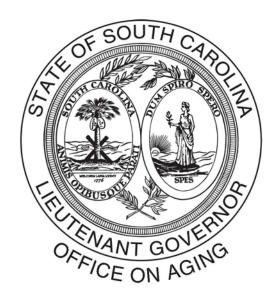
2007 SUMMER SCHOOL OF GERONTOLOGY

August 20-24, 2007

Sponsored by

LIEUTENANT GOVERNOR ANDRÉ BAUER
OFFICE ON AGING

at

Francis Marion Hotel
Charleston, South Carolina

www.aging.sc.gov

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MISSION OF SUMMER SCHOOL

The mission of the Summer School of Gerontology focuses on: 1) building knowledge and skills, 2) promoting personal and professional development, and 3) enhancing credentials. The school is guided by principles which assist in the continuous development and improvement in curriculum and program content. The school offers: 1) an opportunity to improve the quality of services, 2) interagency cooperation and multi-disciplinary functions, 3) quality education at the most affordable price, 4) motivation and renewal, 5) physical and financial accessibility, 6) a focal point for activities, 7) a needs-based curriculum and program, 8) continual responsiveness to changes, and 9) an opportunity to supplement learning through informal networking.

Students represent various agencies and institutions throughout the state including the departments of Health and Human Services, Social Services, Health and Environmental Control, Mental Health, Area Agencies on Aging, Councils on Aging, colleges/ universities, nursing homes, assisted living facilities, adult day care facilities, hospitals, law enforcement, and home health agencies.

COURSES TO BE OFFERED IN 2007

Course offerings this year include familiar ones back by popular demand, and new ones developed in response to a needs assessment and evaluation responses. Please be sure to complete an evaluation with your comments, requests or suggestions for future courses.

SENIOR DAY/SENIOR TRACK

Senior Day is Wednesday, August 22. Courses of interest will be offered for seniors on Senior Day. Seniors may visit the exhibit hall free of charge. Many courses of interest to seniors will also be offered during the week. Scholarships are available to the first 50 seniors to register who are 60 and over, retired, or not employed.

BASIC TRACKS

The basic tracks that will be offered at Summer School are as follows:

- Administration & Finance
- Alzheimer's Disease & Related Disorders
- Caregiving
- Communication
- Computers
- Elder Rights
- Health Promotion & Wellness
- Home Care
- Information & Referral
- Long Term Care
- Senior Issues

WHO MAY REGISTER

The Summer School of Gerontology is open to the public. Certain courses have pre-requisites. Please contact the Lieutenant Governor's Office on Aging if you have any questions about specific courses.

REGISTRATION PROCESS

Regular registration fee through July 13 is $50.
Late registration fee after July 13 is $250.
Registration Fee for out-of-state student is $250.
The fee for the Living Well South Carolina Group Leader Course is $100.

If the fee or a purchase order is not included with your application, it will not be processed. All registrations postmarked after July 13 will be $250. The late fee will not be covered under the reimbursement. Applications will be accepted until August 3, 2007, 4:30 p.m. and are to be mailed to:

Summer School of Gerontology
Lieutenant Governor's Office on Aging
1301 Gervais Street, Suite 200
Columbia, SC 29201

CANCELLATION AND REFUND POLICY

To cancel a course registration, fax a letter to (803) 734-9887 stating you are cancelling. No refunds will be given for course cancellations.

Substitute attendees will be accepted, but a $25 processing fee will be required. Please advise in writing if a substitute will be attending in your place. Refunds will not be processed for persons attending only a portion of a class. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than six enroll. Students will be allowed to substitute another course at no charge. The application fee will not be refunded.

COURSE CHANGE FEE

In the event you decide to change a course you have registered for, there will be a $25 fee per change. Your course will not be changed and a confirmation will not be mailed until this fee is received.

Cancellation of Housing and Meals

To cancel your reservations at the Francis Marion Hotel, please contact them directly at 1-877-756-2121. Cancellation of rooms will be accepted until August 3, 4:30 p.m. Cancellations made after this time will result in **complete** forfeiture of deposit.

Natural Disaster Cancellation

In case of a natural disaster declaration and mandatory evacuation of the Charleston area by the Governor, the Summer School may be cancelled. Information will be provided to statewide media and posted on the Lieutenant Governor's Office on Aging web site at www.aging.sc.gov.

REGISTRATION CHECK-IN
Registration for Courses

Registration for courses will be held on the Mezzanine Level of the hotel on Sunday, August 19, from 3 p.m. to 6 p.m. Registration will open each morning at 8 a.m. and will close at 3 p.m.

Hotel Check-In

Hotel check-in is at 4 p.m. There is no guarantee your room will be available before 4 p.m.

TRAVEL REIMBURSEMENT

Travel Reimbursements **may** cover registration fees, meals and travel or lodging, up to $300 and will not be awarded to out-of-state students. The total amount allowed is applied in the following order: registration, meals and lodging. You will not be reimbursed for breakfast Monday through Friday, or lunch on Wednesday. Students' offices must be at least 50 miles away to be eligible for lodging reimbursement. Students must take classes and receive a certificate each day that meals and lodging are requested. Applications must be postmarked by July 13, 2007. Late fees and change fees are not covered by reimbursement.

To apply for a reimbursement, please complete the general application form and place a check mark by Travel Reimbursement. To be considered for a reimbursement, you must indicate this on the registration form.

Reimbursements are on a first come, first serve basis.

ACCREDITATION

Participants may wish to make application to various professional organizations for Continuing Education Units. Specific information on each course is available, upon request, from the Lieutenant Governor's Office on Aging.

Certificate of Attendance

A certificate of attendance will be issued to those completing non-credit courses.

Social Workers

The Lieutenant Governor's Office on Aging is pre-approved as a provider for continuing education for social workers by the S.C. Board of Social Work Examiners. The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Long Term Health Care Administrators Board

Application has been made to the Board of Long Term Health Care Administrators for approval of Continuing Education for Nursing Home Administrators and Community Residential Care Facility Administrators. **Provide your license number on the General Application Form to receive credit for Continuing Education.** The certificate of attendance from the Lieutenant Governor's Office on Aging can be used for documentation.

Law Enforcement Certification

Application has been made to the S. C. Criminal Justice Academy for approval of Law Enforcement Certification credit.

National Certification Council for Activity Professionals

Application has been made to the National Certification Council for Activity Professionals for continuing education.

LODGING

The Francis Marion Hotel is named for Revolutionary War hero Francis Marion, "Swamp Fox." The Francis Marion opened in 1924 and has a long tradition of gracious service and elegant accommodations. There are 230 guest rooms that feature the best views in the city. Please contact the Francis Marion Hotel at 1-877-756-2121 to make reservations.

MEALS

A continental breakfast is included each morning for conference attendees. The Swamp Fox restaurant is available on site for lunch or dinner. There are also many affordable restaurants available within walking distance. A list of restaurants will be provided at registration.

PARKING

Parking is available in the city owned garage at a cost of $12 per day paid to the parking facility in cash or by valet parking at a rate of $17 per day paid through your room.

LOCATION OF ACTIVITIES

All meeting rooms are on the Lobby, Mezzanine Levels, or Second Floor. The registration packet will include a floor plan of the hotel.

DRESS

Business casual dress is emphasized. Business suits, ties and heels are discouraged. Wear comfortable shoes. Temperatures may vary in classrooms; please bring a sweater or a light jacket.

INFORMATION

Direct questions about courses, fees, registration, travel reimbursement, or additional brochures to:
Jennifer Hall, Program Manager
Education and Training
Lieutenant Governor's Office on Aging
(803) 734-9878 or 1-800-868-9095
E-mail: halljen@aging.sc.gov

For direct questions about hotel reservations contact the Francis Marion Hotel:
1-877-756-2121

2007 SUMMER SCHOOL COURSES and SCHEDULES

Courses have been arranged by tracks according to target groups to assist you in selecting courses: but you may cross over tracks. The course number can be used to find the course in the schedule and the course descriptions. Be aware that many courses could apply to other tracks.

	2007 Summer School Courses	TRACKS												
		Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Classes Scheduled for All Week Monday thru Thursday 9:00 am – 4:30 pm and Friday 8:30 am – 12 noon														
Monday thru Thursday—All Day Friday -- AM	MTWThF01. What Do I Need To Know and Where Do I Find It? Page: 11	X												
Classes Scheduled for 2, 3, or 4 days: Monday thru Thursday 9:00 am to 4:30 p.m. and Friday 8:30 am – 12 noon														
Monday and Tuesday—All Day	MT02 ABC's of Information, Referral & Assistance for I/R&A Specialists Page: 11										X			
	MT03 Human Resource Essentials for Supervisors and Managers Page: 12	X												
	MT04 Conducting Assessments Using the AIM Assessment Form Page: 12	X			X		X				X			
	MT05 AIM National Users Group Meeting Page: 12	X			X		X							
Tuesday thru Thursday – All Day and Friday -- AM	TWThF06 Living Well South Carolina Group Leader Class Page: 12-13								X				X	
Wednesday and Thursday—All Day Friday -- AM	WThF07 Web Hosted AIM Page:13	X			X		X							

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			2007 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
TRACKS																
Classes Scheduled for Monday Morning : 9:00 am to 12 Noon																
Monday -- AM	M08	Maximizing Independence with Assistive Technology Page: 13									X		X		X	
	M09	Effective Time Management Page: 13-14		X												
	M10	The Senior Center Accreditation Process—Does Your Center Measure Up? Page: 14		X							X				X	X
Classes Scheduled for Monday Afternoon: – PM: 9:00 am to 12 Noon																
Monday -- PM	M11	Swallowing and Reflux Challenges Page: 14													X	
	M12	Motivating Positive Lifestyle Changes Page: 14-15		X			X				X				X	
	M13	"Throw Momma from the Train—Or I Will: The Emotional Issues of the Elderly and Their Impact on Their Caregivers Page: 15					X								X	
Classes Scheduled for Monday – All Day: 9:00 am to 4:30 pm																
Monday – All Day	M14	Long Term Care and Health Care Planning Page: 15		X						X			X			
Classes Scheduled for Tuesday Morning: 9:00 am to 12 Noon																
Tuesday -- AM	T15	The Tag Team Approach to Alzheimer's Care—A Whirlwind Tour of Resources Page: 16			X											
	T16	The Volunteer Garden Page: 16		X		X	X									
	T17	Living Better While Living Longer Page: 16									X				X	
	T18	Polypharmacy in the Older Adult Page: 17				X					X	X			X	
	T19	Finding Aging Related Information Using the AARP AgeLine Database Page: 17					X	X								
	T20	Persuasive Writing Page: 17		X			X									

		2007 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
		TRACKS													
		**Classes Scheduled for Tuesday Afternoon: 1:30 pm to 4:30 pm**													
Tuesday -- PM	T21	Home Injury Prevention Page: 18								X	X			X	
	T22	Brain Health: Use It or Lose It Page: 18		X						X				X	
	T23	Dementia Respite Care and Community Outreach (The NOAH Project) Page: 18		X	X										
		Classes Scheduled for Wednesday Morning: 9:00 am to 12 Noon													
Wednesday -- AM	W24	Polypharmacy in the Older Adult Page: 18			X					X	X			X	
	W25	Finding Aging Related Information Using the AARP AgeLine Database Page: 19				X		X							
	W26	AIRS Certification Exam Page: 19										X			
	W27	Contact! A Caring Approach to Behavioral Communications Page: 19				X								X	
	W28	"How to Get What You Want Without Using a Gun" Page: 19-20	X			X									
	W29	My Kids Bought Me A Computer: Now What? Page: 20						X							
		Classes Scheduled for Wednesday Afternoon: 1:30 pm to 4:30 pm													
Wednesday -- PM	W30	Medicare Has Changed—How Does this Impact You? Page: 20	X										X	X	
	W31	Arthritis—Breaking the Pain Cycle Page: 20								X					
	W32	Healthcare Interpersonal Relations—Working With Seniors Page: 20-21	X		X					X	X				
	W33	Teaching Family Caregivers: Caring for You, Caring for Me Page: 21	X		X									X	
	W34	The Internet for Beginners Page: 21						X							

2007 Summer School Courses			Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
Classes Scheduled for Wednesday All Day: 9:00 am to 4:30 pm															
Wednesday – All Day	W35	Nursing Home Law Page: 21	X						X				X	X	
	W36	Disaster Preparedness: Are You and Your Clients Ready? Page: 21-22	X												
Classes Scheduled for Thursday Morning: 9:00 am to 12 Noon															
Thursday -- AM	TH37	Provider-Patient Communication During Serious Illness—A Key to Address Disparities Page: 22	X							X				X	
	TH38	Mental Wellness in Seniors Page: 22		X	X					X				X	
	TH39	Management, Oversight, and Policy and Procedure Formation Page: 22-23	X												
Classes Scheduled for Thursday Afternoon: 1:30 pm to 4:30 pm															
Thursday -- PM	TH40	The Invisible Population—Native Americans in South Carolina Page: 23	X											X	
	TH41	So You Want To Be a Geriatric Care Manager? Page: 23	X											X	
	TH42	Improving Board and Organizational Effectiveness Page: 23	X												
Classes Scheduled for Thursday All Day: 9:00 am to 4:30 pm															
Thursday – All Day	TH43	Guardianship Page: 23	X						X				X		
	TH44	Good Nutrition: What You Need to Know For Yourself and Your Clients Page: 24								X				X	
	TH45	Taking Care of Me Page: 24										X		X	

		2007 Summer School Courses	Administration	Alzheimer's Disease and Related Disorders	Caregiving	Communications	Complementary & Alternative Medicine	Computers	Elder Rights	Health Promotion/Wellness	Home Care	Information & Referral	Long Term Care	Senior Issues	Transportation
		TRACKS													
		**Classes Scheduled for Friday Morning: 9:00 am to 12 Noon**													
Friday -- AM	F46	Legal Issues for South Carolina Seniors—What You Need to Know About Public Benefits and Such Issues as Healthcare Powers of Attorney, Living Wills, and The Like. Page: 24	X						X				X	X	
	F47	Caregiving in The Workplace: What Is It Costing You? Page: 24-25	X		X										
	F48	How Does Low Vision/Vision Rehab Help the Visually Impaired? Page: 25								X				X	

COURSE DESCRIPTIONS

**MONDAY Thru THURSDAY
9:00 am – 4:30 pm
FRIDAY, 9:00 am – 12:00 noon**

**MTWThF01. What Do I Need to Know
and Where Do I Find It?
Maximum Enrollment: 30**

Joanne Metrick
This course is designed for program managers and administrators responsible for programs funded under the Older Americans Act and/or with state funding. The federal and state policies governing the operations and responsibilities of the state unit on aging and the ten designated area agencies on aging are presented from the Older Americans Act in a reader friendly version. Aging services delivery requirements that supplement and flesh out the quality assurances standards are also part of this course. The course will involve classroom discussion of the existing policies and procedures and identify their origin, rigidities, and flexibilities. Each participant will receive a photocopy of the 2006 Policies and Procedures Manual and highlights of the OAA as reauthorized in 2006.
Target Group: New AAA staff, New LGOA staff, New Directors of Service Delivery Organizations Contracting with AAAs, and Potential Service Delivery Contractors.
Course Sponsor: The South Carolina Association of Area Agencies on Aging

**MONDAY and TUESDAY
9:00 am - 4:30 pm**

**MT02. ABC's of Information, Referral &
Assistance for I/R&A Specialists
Maximum Enrollment: 25**

Barbra Link, LISW, CIRS-A
Denise Rivers, LMSW, CIRS
This course will prepare the student to take the Certified Information and Referral Specialist (CIRS) exam. The following topics will be taught in the 2 day class:
  - Basic I&R Competencies: Tips for using your voice to calm, persuade and cajole.
  - Assisting Difficult People: How to stay cool when the caller gets hot!
  - Interviewing Skills: What do people really want?
  - Special Populations: Keeping your foot out of your mouth the easy way.
  - Professional Growth and Development
  - I&R in times of disaster: Do they really need help or just someone to talk to?
  - Staying afloat---ensuring your I&R program survives.

REQUIREMENTS TO TAKE THE CIRS EXAM POST TRAINING: Exam applications and study materials can be requested by phone or e-mail. Contact Barbra Link at (803) 734-9919 or linkbf@aging.sc.gov.

The following educational and experience qualifications must be met prior to applying for the CIRS exam:
  - A bachelor's degree or higher in a human service related field and 1 year experience in information, referral and assistance.
  - An Associate of Arts degree in a human service related field and 2 years experience in information, referral and assistance.
  - A high school diploma or GED and 3 years experience in information, referral and assistance.

Target Group: Intake staff, Access Coordinators, I/R&A Specialists, Caregiver Support Specialists, anyone conducting client/patient interviews, and any other professional conducting I/R&A.

MT03. Human Resource Essentials for Supervisor and Managers
Maximum Enrollment: 20

Allen T. Gantt, Jr.
Motivation - There are a variety of theories that apply to creating a motivating work environment. The course explores these theories and looks at ways they can be practically applied in the workplace.
Performance Management - There are three main components that are essential to effectively evaluating the performance of employees: defining and establishing what is expected of the employee; ongoing communication involving coaching/feedback and the actual evaluation process.
Employee Development - This course describes the manager's role in training/development of employees and provides a process to determine the individual staff development and training needs of staff.
Delegation - Effective delegation involves a step by step process resulting in a delegation plan and is part of the overall effort to the development of the employee. This course will also look at ways to overcome personal challenges to effective delegation.
Target Group: Supervisors and Managers
Course Sponsor: Human Resources

MT04. Conducting Assessments Using the AIM Assessment Form
Maximum Enrollment: 25

Linda L. Danielsen, RN
This course will provide a comprehensive step by step review of the AIM Assessment Instrument and the User Manual. Class participants will learn how to interview clients through good interviewing skills, ask questions appropriately, and score the instrument according to the response received from clients and assessor observations. Good interviewing skills include how to interview clients/families in order to obtain a good and accurate assessment, how to read body language in order to understand what is "not being said," and how to ask embarrassing questions in a comfortable way for both the client and assessor. The AIM Assessment Instrument and the User Manual will be used as a guide during the class.
Target Group: Supervisors, Case Managers, Nurses, Anyone who conducts assessments

MT05. AIM National Users Group Meeting
Maximum Enrollment: 75

Dwayne Oedewaldt, Beth Hollingsworth, Jeanette Bodie
This is a two day workshop for AIM users from across the United States. Software developer Dwayne Oedewaldt will report on the newest features of Web-Hosted AIM. Users will have an opportunity to ask questions and share suggestions for enhancements. Students should be prepared to discuss their personal experiences with AIM including successful strategies as well as specific challenges they face.
Target Group: All AIM Users

TUESDAY - THURSDAY, 9:00 am – 4:pm FRIDAY, 9:00 am - 12

TWThF06. Living Well South Carolina Group Leader Class
Maximum Enrollment: 26
The cost of this course is $100 and must be paid with registration.

Jill Jackson Ledford
This course is best described as a "Train the Trainer" class. Participants are taught the

skills necessary to conduct workshops for the Chronic Disease Self-Management Program (CDSMP). Subjects covered include 1) techniques to deal with problems such as frustration, fatigue, pain, and isolation; 2) appropriate exercises for maintaining and improving strength, flexibility, and endurance; 3) appropriate use of medications; 4) communicating effectively with family, friends, and health professionals; 5) nutrition, and 6) how to evaluate new treatments. Group Leaders work in teams of two; at least one must have a chronic illness. Upon completing this class, the Group Leader must facilitate at least one CDSMP workshop before being certified by Stanford University. Group leaders may conduct workshops only for organizations licensed by Stanford to conduct them. At this time, Group Leader candidates must be associated with an organization licensed by Stanford to provide the program.

Target Group: Health Education Staff from Aging Network and community partners for the Evidence-Based Prevention Programs grant in Appalachia, Pee Dee, and Trident regions.

WEDNESDAY - THURSDAY, 9:00 am – 4:pm FRIDAY, 9:00 am – 12 Noon

WThF07. Web Hosted AIM
Maximum Enrollment: 50

Beth Hollingsworth and Jeanette Bodie
This course will cover the newest version of AIM—the Web-Hosted version. The course will cover policies and procedures, required client intake and assessment, re-assessment information, data entry of service units, and required monthly procedures. The course will also cover techniques for maintaining the quality and completeness of data. Students will receive an updated AIM Manual, including written instructions for all information covered in the course.

Computers will not be provided, so that there is time to cover all necessary material.

Target Group: All AIM Users

MONDAY, 9:00 am – 12:00 noon

M08.   Maximizing Independence with Assistive Technology
Maximum Enrollment: 30

Mary Alice Bechtler and
Carol O'Day, Ph.D., CCC-SLP
Independence in activities of daily living is affected by the gradual and sometimes sudden consequences of aging. This course will review low to high tech assistive technology devices that assist individuals in maintaining or increasing independence in dressing, bathing, cooking, eating, recreation, and environmental control. Assistive technology for communication, computer access, and sensory issues will also be discussed. The presenters will review different avenues for acquiring these devices and how to make appropriate referrals. Attendees will have an opportunity for hands-on use of the items. Catalogs and other resources will be provided.

Target Group: Caregivers, Management personnel, older adults, advocates, direct care staff.

M09. Effective Time Management
Maximum Enrollment: 25

Annette E. Hird, MPH
There are only so many hours in the day—so it's important to use your time wisely. Poor time management can lead to stress, burnout, and a lack of fulfillment. Since effective time management can be a life-long pursuit for many, this course will examine multiple approaches that are recognized by experts in this field. This course will examine such topics as "time wasters", prioritization, planning and scheduling, knowing when to say "No", and enhanced productivity vs. value fulfillment, among others. This course will involve lecture, handouts, and interaction – with

individual and group activities. Time is a precious commodity for everyone and this course is suitable for the busy working professional, as well as the retiree who wishes to make the most of the years ahead. **Target Group:** Formal and informal caregivers, direct care staff, older adults, management and administrative personnel, persons pursuing gerontology degrees, advocates, etc.

M10. The Senior Center Accreditation Process--Does Your Center Measure Up?
Maximum Enrollment: 25

Jill Jackson Ledford
Today's consumers expect quality services and that includes senior centers. One way to assure the public and your customers that your center provides quality services is to become a nationally accredited senior center. This workshop will provide you with the basics for the process of becoming an accredited senior center. Learn about the nine areas of senior center standards and how the standards relate to the accreditation process. This workshop will take you through the steps of how to organize and implement the self assessment process that leads to accreditation. Learn about the benefits to being an accredited institution and be the first in your county or region to become accredited!
Target Group: AAA staff, COA directors, assistant directors, and senior center directors.

MONDAY, 1:30 pm – 4:30 pm

M11. Swallowing and Reflux Challenges
Maximum Enrollment: 40

Carol P. O'Day, Ph.D., CCC-SLP, and Mary Alice Bechtler
Aging and disease can dramatically impair the ability to swallow safely, which may lead to further health complications. The fundamentals of safe swallowing will be reviewed to facilitate a better understanding of swallowing and reflux problems. Many intervention tools and strategies are available for positioning, diet modification, feeding, and environmental adjustment. Modified cups, utensils and plates that increase independence and facilitate a safe swallow will be demonstrated. The presenters will review different avenues for acquiring these items and how and when to make appropriate referrals. Issues related to maintenance of adequate nutritional intake and hydration will also be discussed.
Target Group: Formal and informal caregivers, management and administrative personnel, older adults, persons pursuing gerontology degrees, advocates, and direct care staff.

M12. Motivating Positive Lifestyle Changes
Maximum Enrollment: 20

Annette E. Hird, MPH
Almost everyone has tried to amend some aspect of their behavior at some point in their lives or assisted someone else in making such a change. Anyone who has ever tried to amend some aspect of their behavior or lifestyle knows how difficult it can be: losing those 5-10+ extra pounds, quitting smoking, managing stress, and increasing physical activity may sound good as New Year's resolutions, but how many of us are able to follow through effectively? The focus of this course will be to assist individuals (healthcare professionals and laypersons) in developing an effective health behavior change plan through understanding basic principles and motivational factors. Participants will gain a better understanding of the steps necessary to promote change including identification of a target behavior, contributing factors, data collection, developing strategies to overcome obstacles, goal setting, and motivational rewards. The course will be interactive and will utilize a handout that participants will complete

individually as well as in groups (depending upon the type of program they are interested in). Participants will gain insight into some of the real and perceived barriers to change.
Target Group: Seniors, formal and informal caregivers, aging network professionals, and others working with seniors.

M13. "Throw Momma from the Train—Or I Will: The Emotional Issues of the Elderly and Their Impact on Their Caregivers
Maximum Enrollment: 25

Marsha C. Ward, LMSW, and
Carol Natrigo-Waters, LMSW, LISW-CP
For family and professional caregivers, the emotional issues of the elderly can often be confusing, frustrating, and exasperating. In this workshop, participants will be able to identify the four major emotional issues of the elderly (depression, anxiety, grief, and cognitive impairment) and how these problems impact seniors and their caregivers. Participants will gain a better understanding of why these problems occur so often in the elderly population, and will learn how they can assist those they care for as well as themselves. Resources that are available, as well as behavioral techniques that can help, will be discussed.
Target Group: Social workers, long term care professionals, caregivers, and anyone who works with the elderly.
Course Sponsor: Assisted Care Services, Inc.

M14. Long Term Care and Health Care Planning
Maximum Enrollment: 30

Charles M. Black, Jr., Esquire, Mitchell C. Payne, Esquire, and Jan L. Warner, Esquire
This course will explain why it is imperative for older South Carolinians and their families to plan in advance in an effort to avoid financial and material abuse and exploitation and how these plans can be implemented. Participants will gain a better understanding of the laws governing wills, estate taxes and estate planning. In addition, a summary of the procedures for probate and administration of a deceased estate will be discussed. An overview of advance directives, Probate Code, Adult Consent Act and planning for incapacity (powers of attorney, trusts, guardianships, and conservatorships), asset preservation options, such as reverse mortgage, long term care insurance, private pay, Medicare, Medigap, and Medicaid will be presented. Issues of visitation at nursing homes and assisted living facilities and patient's bill of rights will be covered. This course will be presented by a panel of Elder Law Attorneys.
Target Group: Aging and DSS Staff, LTC Ombudsmen, Caregivers, LTC facilities staff and administrators, families, law enforcement, and other interested persons.
Course Sponsor: ElderLaw Services of South Carolina, P.A. and AARP

T15.   The Tag Team Approach to Alzheimer's Care—A Whirlwind Tour of Resources
Maximum Enrollment: 30

Don Bagwell, AA, B.S.
Families with Alzheimer's disease are healthier and happier when they create a network of helpers to assist them. This fast-paced course will show caregivers how to orchestrate optimal care for their loved ones.

Based on THE ARK's practical "Helping Hands" Resource Seminars, this course will provide an opportunity to interact with dementia care experts.   Mini-topics will include:

- The Art of Asking (how to access the help you need)
- Setting Priorities (a checklist of what to do and when to do it)
- Self-Help -- Getting the Most out of Your Support Group
- High Tech Help (using today's technology in dementia care)
- Faith, Friends, and Family—why letting them help is therapeutic
- Helping Hands—five-minute profiles of innovative services
- Hidden Helpers—finding help from unconventional sources

The final hour of the course will feature an "I'm Glad You Asked That" panel of experts including some experienced caregivers who will answer questions, and provide an optimistic "Yes, You Can Do It!" outlook to encourage a person-centered approach to care.

T16. The Volunteer Garden
Maximum Enrollment: 25

Peg Lahmeyer, B.S.
Just as a flower or vegetable garden needs nurturing constantly to yield desired results, volunteers and your programs also need the same daily nurturing.   Volunteers are essential to quality non-profit respite care or any other aging/senior programs to make it sustainable.
This workshop will cover gathering and sowing (recruiting), tilling and fertilizing (recognizing) and irrigating and harvesting (retaining) volunteers.
Target Group: Volunteer Managers, Administrators

T17. Living Better While Living Longer
Maximum Enrollment: 25

Charlotte J. Thom, MSW, LISW-AP
Did you know that the population in the Midlands of individuals 55 years and older is expected to exceed 23% of the total population by 2009?

A full life for these individuals is defined in everyday choices.   Single moments articulate who we are and who we want to be. It is the art of living well, and it's fed by embracing the passions that nourish us, body and soul. Capital Senior Center has set a course to create effective and accessible ways to embrace and nourish the body and soul of seniors while enhancing their independence.   As this independence is recognized, they experience a much richer and fuller life.
Participants will have the opportunity to learn ways of maintaining their independence through exploring the six dimensions of wellness. They will discuss and learn how these six areas impact the quality of their aging, with the goal being establishing behaviors that maintain and extend their independence and result in richer, fuller lives.
Target Group: All participants

T18. Polypharmacy in the Older Adult
Maximum Enrollment: 25

This course offered again on Wednesday for seniors.

Reamer Bushardt, Pharm D, PAC
Persons aged 65 and older consume about one-third of all prescription medications and purchase more than 40% of all over the counter medications.

Adverse drug events are linked to preventable problems in the elderly (i.e., depression, constipation, falls, immobility, confusion and hip fractures). Thirty-five percent (35%) of ambulatory older adults experience adverse drug events.

Physiologic changes in the elderly make them more sensitive to drugs' effects. Normal adult doses may produce toxicity or unexpected adverse effects. Nearly 20% of hospitalizations in older patients are due to adverse drug effects.

This course will discuss polypharmacy, what happens to the body when we get older through various changes with altered distribution, prolonged hepatic metabolism, decreased renal elimination and adverse drug reactions.
Target Group: Nurses, pharmacists, caregivers, CNAs, Administrators, and other professionals working with seniors

T19. Finding Aging Related Information Using the AARP AgeLine Database
Maximum Enrollment: 15

This course offered again on Wednesday for seniors.

Donna Konradi, RN, DNS, CNE
This half day session is designed to teach participants how to use an electronic database to find important and relevant information about a topic of interest or concern.

The group will identify a topic (or topics) of interest and we will work together to find relevant information using the AARP AgeLine Database. Although topics may be similar for various participant groups, the type of literature retrieved may differ. For example, a group of seniors may be most interested in finding consumer focused literature about diabetes. A group of aging network professionals may also be interested in the topic of diabetes but may be more interested in diabetes literature that focuses on a research, public policy or provider perspective. Step by step handouts will be provided.
Target Group: Professionals working with seniors

T20. Persuasive Writing
Maximum Enrollment: 20

Annette E. Hird, MPH
Event the most articulate individuals sometimes have difficulty conveying their thoughts into the written word. Having the ability to do so can be crucial in resolving problems, obtaining funding, conducting advocacy, and promoting change. This workshop is applicable to a diverse audience: anyone who wishes to hone their writing skills—particularly in situations where the author is trying to persuade the recipient to see their point of view and take appropriate action. Some common elements of effective writing will be discussed, with examples provided for review and critique. Participants will be given scenarios and asked to develop an appropriate letter in response. Examples will be discussed and critiqued by the class in an effort to highlight information learned and improve effectiveness. Even individuals who find writing to be a daunting task will enjoy this presentation and leave with improved confidence and skills.
Target Group: Seniors, caregivers, aging network professionals, law enforcement personnel, others working with seniors

T21. Home Injury Prevention
Maximum Enrollment: 20

Annette E. Hird
Unintentional injuries in the home can have severe consequences for older adults. A fall can lead not only to physical injury but a loss of independence and even premature death. This course is designed to help individuals who make home visits become more aware of risk factors that contribute to unintentional injuries and to help provide information on risk reduction. This course is also useful for older adults and their informal caregivers who wish to gain more awareness of how to make the home a safer environment. Topics will include fall prevention, home safety checklists (for every area of the home), fire and burn hazards, and feasible modifications/interventions. This course will also serve as a forum for individuals to share additional observations and strategies, and provide connections to appropriate resources aimed at making the home of an older adult a safe place.
Target Group: Seniors, caregivers, aging network professionals, and others working with seniors

T22. Brain Health: Use It or Lose It
Maximum Enrollment: 30

William M. Simpson, Jr., MD, Professor of Family Medicine
Loss of mental function is not part of normal aging--this course will examine changes in the aging brain, methods for enhancing brain function, myths and truths about the effects of medications and natural products on cognitive function. Discussion points will be evidence-based. Ample time will be provided for questions and discussion.
Target Group: All interested in maintenance of brain function.
Course Sponsor: Columbia Medical Society

T23.   Dementia Respite Care and Community Outreach (The NOAH Project)
Maximum Enrollment: 25

Peg Lahmeyer
This course will define the types of respite, recognize the need for community based respite programs, and outline how to develop group respite.
Community education and support groups are the basis to successful community outreach as evidenced through the NOAH project which is working with underserved rural communities.
Target Group: Programs seeking to expand rural services and/or respite services

W24. Polypharmacy in the Older Adult
Maximum Enrollment: 25

Reamer Bushardt, Pharm D, PAC
Persons aged 65 and older consume about one-third of all prescription medications and purchase more than 40% of all over the counter medications.
Adverse drug events are linked to preventable problems in the elderly (i.e., depression, constipation, falls, immobility, confusion and hip fractures).   Thirty-five percent (35%) of ambulatory older adults experience adverse drug events.
Physiologic changes in the elderly make them more sensitive to drugs' effects. Normal adult doses may produce toxicity or unexpected adverse effects. Nearly 20% of hospitalizations in older patients are due to adverse drug effects.
This course will discuss polypharmacy, what happens to the body when we get older through various changes with altered distribution, prolonged hepatic metabolism, decreased renal elimination and adverse drug reactions.
Target Group: Nurses, pharmacists

W25. Finding Aging Related Information Using the AARP AgeLine Database
Maximum Enrollment: 15

Donna Konradi, RN, DNS, CNE
This half day session is designed to teach participants how to use an electronic database to find important and relevant information about a topic of interest or concern.

The group will identify a topic (or topics) of interest and we will work together to find relevant information using the AARP AgeLine Database. Although topics may be similar for various participant groups, the type of literature retrieved may differ. For example, a group of seniors may be most interested in finding consumer focused literature about diabetes. A group of aging network professionals may also be interested in the topic of diabetes but may be more interested in diabetes literature that focuses on a research, public policy or provider perspective. Step by step handouts will be provided.

Target Group: Professionals working with seniors

W26. AIRS Certification Exam
Maximum Enrollment: 30

Barbra Link, LISW, CIRS-A
During this time the Alliance for Information and Referral Systems(AIRS) exam and re-take exam for Certified Resource Specialist (CRS), Certified Information and Referral Specialist (CIRS) ad Certified Information and Referral Specialist-Aging (CIRS-A) will be given. The Alliance of Information and Referral Systems (AIRS) Certification Program awards professional credentials internationally to individuals who successfully complete the appropriate AIRS Certification Program for information and referral practitioners. It is an acknowledgement of demonstrated competence in the field of information and referral. The ABCs of Information and Referral course is helpful preparation for the exam. After the two day preparatory course, the AIRS Certification exam will be offered on the third day. A person does not have to take the two day course to take the exam, but it is strongly encouraged. Additional information can be found on the AIRS website at www.airs.org or contact Barbra Link at (803) 734-9919 or by e-mail at linkbf@aging.sc.gov.

W27. Contact! A Caring Approach to Behavioral Communications
Maximum Enrollment: 30

Don Bagwell, AA, B.S.
Whether they have apathy or agitation, about 90% of people with dementia will exhibit behaviors that create stress for their caregivers. Many people with dementia are actually communicating through their actions. What are they trying to tell us? How do we respond? This session will provide insight into the lives of those who have memory disorders, and suggest compassionate ways to help them and their families cope with the changes dementia brings.

Target Group: Family and professional caregivers

W28. "How to Get What You Want Without Using a Gun"
Maximum Enrollment: 35

Roderick Thomas, MBA, and
Charlotte J. Thom, MSW,LISW-AP
Healthy, effective relationships are a necessary component of our personal and professional success and happiness. To achieve this requires multiple and complex skills in developing and sustaining healthy, mutually beneficial relationships with those we live with and care for. These skills can be learned and once learned, can be maintained and enhanced.

These required skills include (1) knowing what you want, (2) knowing what the other person needs, (3) listening and responding positively and (4) framing and making specific requests.

Participants will have an opportunity to understand the definition of a healthy, effective relationship, whether personal or professional, and be able to practice the application of the skills listed above. There will also be an opportunity for participants to apply these skills to at least one real life situation, thus greatly increasing their confidence in applying and using these skills in their personal lives as well as with elders with whom they must interact professionally.

Target Group: Open to all participants

W29. My Kids Bought Me A Computer: Now What?
Maximum Enrollment: 25

Kevin Pondy
So your family was kind enough to give you a computer. They say it is so easy a child can use it (and often does). After all, we live in the "Information Age", right? This course is designed to teach you how to surf the internet, send e-mails, and type a basic letter.

Target Group: Anyone who wants to learn the basics of using a computer.

WEDNESDAY--1:30 pm – 4:30 pm

W30. Medicare Has Changed—How Does this Impact You?
Maximum Enrollment: 30

Steve Crout
Medicare Modernization Act of 2003
   A. Changes to Medicare
   B. Impact—Personal and Professional
   C. Commitment by Government
Prescription Drug Coverage (Review)
   A. Coverage

   B. Cost
   C. Low Income Assistance
   D. Current South Carolina Enrollment (and who has not been reached)

Medicare Advantage Health Plans
   A. Alternative to Traditional Medicare
   B. What It Is and What It Isn't
   C. Coverage
   D. Cost and Cost Savings
   E. Types of Plans
   F. Resources

W31. Arthritis—Breaking the Pain Cycle
Maximum Enrollment: 30

Sheila Huggins, LPN
Small changes in pain can make a huge difference. Sometimes just taking the edge off the pain can make a great difference in our lives. Learn techniques to break the pain cycle such as exercise, muscle relaxation, guided imagery, distraction, self talk, and visualization.

Target Group: People with arthritis, caregivers, aging services staff

W32. Healthcare Interpersonal Relations—Working With Seniors
Maximum Enrollment: 40

Sewell I. Kahn, MD, FACP
This is a unique course on interpersonal relations for health care providers with an emphasis on the interaction between providers and their elderly constituents. The format utilizes vignettes from my experience in the practice of medicine as well as material from the medical, business, and communication literature. The course is divided into three parts:

Communication:
This will explore the basic communication skills both verbal and nonverbal. We will look at the application of these communication skills in the every day health

care worker-patient interaction as well as risk management and error prevention.

We will look at the problem of impaired Health Literacy in the elderly and examine ways to improve communication in this population.

Respect and professionalism:
This will focus on being able to recognize and avoid ways that we inadvertently insult patients and colleagues.

Provider-patient interaction:
This will examine the health care provider-patient interaction and look at ways to make the interaction more efficient and effective. We will specifically examine the issue of control of the interaction and how that effects both satisfaction and outcome. We will also address the information that needs to be communicated regarding medications, complementary/alternative as well as over the counter and prescription medications. Lastly, we will look at TV and the internet and their role in healthcare.
Target Group: Healthcare workers, seniors
Course Sponsor: Carolina Hospice Care

W33.   Teaching Family Caregivers: Caring for You, Caring for Me
Maximum Enrollment: 30

Mary Lou Brown, LBSW, CIRS, GCM
This course is designed to facilitate staff's abilities to teach and to overcome their fears associated with teaching adult learners. The curriculum introduced has been developed especially for caregivers by the Rosalynn Carter Institute. "Caring for You, Caring for Me" is designed to promote healthy self esteem and coping skills for family caregivers. The curriculum is fun as well as informative for all participants.
Target Group: Family caregiver advocates, aging services staff
Course Sponsor: Amedisys Home Health

W34. The Internet for Beginners
Maximum Enrollment: 15

Kevin Pondy
The Internet - How do I get on it? How do I use it? How do I keep from getting viruses? With the vast amount of information available, the trick is how to find what you want. We'll talk about popular information pages like news, health, banking and mail plus search engines for finding other sites. You'll learn tips to help reduce your chances of getting a virus as well as minimize junk e-mail and better protect your personal information.
Target Group: People who want to learn how to be safer while browsing the internet.

WEDNESDAY--9:00 am – 4:30 pm

W35. Nursing Home Law
Maximum Enrollment: 40

Pam Walz, Esquire, and
Michael Easterday, Esquire
This training will offer a national and state perspective regarding nursing home law. The federal focus will overview the federal statutes and rules, federal Residents Bill of Rights, SC Residents Bill of Rights and transfer and discharge rights. Participants will review an actual case and conduct small group discussions to identify issues relevant to the case.
Target Group: Ombudsman, facility administrators, attorneys

W36. Disaster Preparedness: Are You and Your Clients Ready?
Maximum Enrollment: 30

Linda L. Danielsen, R.N.
This class will cover what providers and clients need to know about preparing for a disaster by developing a disaster plan; practicing for a disaster….what would you/they do?; practice evacuating in the

event of a disaster (fire, tornado, etc.); what to pack/take with you in the event of an impending disaster. It will also teach the provider how to work with clients and help them prepare for all kinds of disasters.

Target Group: Individuals who care for seniors who need assistance pre and post disaster.

THURSDAY--9:00 am – 12:00 noon

TH37. Provider-Patient Communication During Serious Illness—A Key to Address Disparities
Maximum Enrollment: 20

Barbara C. Tilley,M.D., William Moran, M.D., Marvella Ford, M.D., Winnie Hennessy, Ph.D., RN, Scott Lake, M.D., and Jane Zapka, SCD
This multi-disciplinary panel has the following learning objectives:
- To describe health disparities for older minorities in South Carolina
- To describe the aging process and the implications for functionality disease incidence and co-morbidity
- Promote understanding of the physical, mental and social aspects of aging
- Provide information about cultural competence in health care interactions with examples of strategies
- Describe strategies which enhance communication with racially and ethnically diverse elders
- Introduce techniques in patient system assessment
- Provide opportunities for observation of communication skills and interactive skill development in working with elders.

Educational strategies include oral and visual presentation of empirical and clinical evidence with opportunities for participant involvement.

Presentations include:
"Aging as a Process—Not an Event"
"Cultural Competency in Health Care for Racially and Ethnically Diverse Elders"
Interactive Panel:
"Am I Going to Die?"
"Pain, Delirium, and Agitation—How to Assess"
"Hope for the Best, Plan for the Worst—the Heart Failure Example"
Target Group: Physicians, aging services staff, administrators, and seniors

TH38. Mental Wellness in Seniors
Maximum Enrollment: 35

Beth Summer-Strait, M.Ed., and Trez Clarke
Senior Depression and Suicide Prevention-- With white males age 65+ as the number one suicide rate in the US, we want to teach individuals who interact with the elderly how to use simple, basic techniques to prevent these individuals from attempting to take their lives. Loss of a sense of purpose, loss of peer group, retirement, grief and isolation, along with physical illness can lead the elderly to developing depression and a sense that suicide is a better option than life. This presentation will offer the audience tips on:
1. Signs and symptoms of depression
2. What leads someone to consider suicide
3. QPR: Question, persuade, refer to save a life
4. Resources to help the elderly
Target Group: Family members and caregivers of elderly individuals

TH39. Management, Oversight, and Policy and Procedure Formation
Maximum Enrollment: 30

Gerald (Jerry) Schermerhorn, Masters in Human Resources Management
This presentation is designed to assist non-profit organizational boards and their

directors understand the importance of fulfilling legal requirements and establishing policies to protect the organization and staff from harm.

Target Group: Board Members

TH40. The Invisible Population—Native Americans in South Carolina
Maximum Enrollment: 35

Barbara MorningStar Paul, LBSW
This course will discuss the following:
- The history of Native Americans in South Carolina – pre- and post-European arrival. The issues include: education, economic, cultural/spiritual, and legal/criminal justice issues.
- Current Tribes and Groups—who and where are they?
- State and Federal Recognition –what does it mean and how do you get it?
- National Trend in Indian Country—where are we headed?
- What are their needs, and why aren't they getting them met? What are the cultural issues? What are we missing?
- Respect, fear, pride, tradition—what do these have to do with anything?

Target Group: All service providers and administrators

TH41. So You Want To Be a Geriatric Care Manager?
Maximum Enrollment: 35

Mary Lou Brown, LBSW, CIRS, GCM
This course is designed to provide current information about the profession of geriatric care management. Instructor will introduce the National Association of Professional Geriatric Care Managers and current credentialing/certification standards for the profession. The workshop will also present actual case histories and duties of practicing geriatric case manager. Topics will include types of geriatric care management companies with emphasis on the role of the non-profit sector.

Target Group: Family caregiver advocates, aging services staff

TH42. Improving Board and Organizational Effectiveness
Maximum Enrollment: 30

Gerald (Jerry) Schermerhorn, Masters in Human Resources Management
This presentation is designed to educate nonprofit organizational boards on their liability as a board member, getting everyone on the same page; staying out of trouble inside and outside of the organization; increasing standards and accountability among board members; positioning your organization to gain support in the community; increasing risk management awareness while improving service.

Target Group: Board Members, agency directors

TH43. Guardianship
Maximum Enrollment: 25

Carolyn Rodis, Esquire
This training will provide a basic overview of guardianship including how to evaluate capacity and will emphasize alternatives to guardianship. The participants will discuss alternatives to guardianship and protective arrangements, as well as when each is most appropriate. Discussions will also center on the role of the guardian, contested guardianships, and ethical considerations.

Target Group: Ombudsmen, facility administrators, attorneys

TH44. Good Nutrition: What You Need to Know For Yourself and Your Clients
Maximum Enrollment: 30

Linda L. Danielsen, RN
This course will teach you how to help clients learn how to shop for healthy, nutritional foods. They will learn about fat grams and the meaning of the different fats in foods and meat; good and bad cholesterol; salt content in canned, frozen and packaged foods; and how to spend money wisely on foods: brand name versus store brands.
Target Group: Anyone interested in good nutrition practices

TH45. Taking Care of Me
Maximum Enrollment: 30

Mona Elaine Saylor, MSW, LISW-CP & AR
Nearly 45 million Americans are caring for ailing adult family members/friends. More than 60% of these are women. Today, more men are being tasked with providing care. This is a two part workshop to help prepare today's caregivers.
Part One: Most of the time we are thrown into being caregivers without notice. What information do we need to do the job? Where do we get information? We will identify and develop plans of action that will help us as caregivers. We will answer the questions of what it means to be a caregiver and how to be a successful caregiver.
Part Two: Caring for ourselves and others takes a toll on us physically, mentally, emotionally, and spiritually. We have difficulty dealing with our feelings, especially guilt and anger. In this part, we will identify and normalize our feelings associated with being a caregiver and identify ways to take better care of ourselves.
Target Group: Caregivers

F46. Legal Issues for South Carolina Seniors—What You Need to Know About Public Benefits and Such Issues as Healthcare Powers of Attorney, Living Wills, and The Like.
Maximum Enrollment: 30

Jamie Bell, Esquire, and Marcia Powell Shew, Esquire
Participants will be educated as to Public Benefits such as social security, food stamps, Medicaid, and the like. They will also be educated to elder law issues such as advance directives, including health care powers of attorney, living wills, Last Will and Testaments, and general durable powers of attorney. The attorneys will distinguish between guardianships and conservator-ships. The attorneys will try to dispel some of the myths which abound in this state regarding public benefits, probate and health related legal documents.
Attendees will be educated on South Carolina law in the areas of public benefits and advance directives. Upon completion they should be able to advise their clients as to the need for understanding the different public benefits available and the differences in the advance directives and their purposes. Resources will be provided which will help attendees make referrals for their clients.
Target Group: Senior citizens and non-lawyers who provide services for them

F47. Caregiving in the Workplace: What is it Costing You?
Maximum Enrollment: 50

Jody W. Riddle, Family Caregiver Specialist
What does family caregiving cost employers? How many employees are balancing work and unpaid caregiving? What is the impact on both the employer and the employee? As America continues to "gray," more workers are finding themselves

performing two jobs, the one that they are paid to perform, as well as providing care for an aging relative or other adult.

Target Group: Supervisors, employees, caregivers, managers

F48. How Does Low Vision/Vision Rehab Help the Visually Impaired?
Maximum Enrollment: 25

Stephen E. Morese, OD, MPH, Ph.D. and Stasi Gormley, OTL

This course will concentrate on helping attendees understand the functional vision loss caused by various eye conditions that cause permanent, often progressive, vision loss, and also the options available to help visually impaired improve their visual functioning. Among the conditions that will be discussed are diabetes, muscular degeneration, glaucoma, stroke, optic atrophy, retinitis pigmentosa and others. For those of us who work daily with visually impaired individuals, an understanding of their visual limitations and how they can be helped becomes a very important part of our ability to work with and help visually impaired people. This course will not only cover detailed information about what happens during a Low Vision eye Examination, it will also cover in depth vision rehabilitation techniques and training designed to help visually impaired individuals maintain their safety and independence.

Target Group: Seniors, caregivers, network professionals, physicians, law enforcement, and others who works with or is visually impaired

2007 PROGRAM POLICIES

APPLICATION FEES

1. Through July 13, the registration fee of $50 must accompany each application.
2. After July 13, the registration fee will be $250. The late fee will not be covered under the travel reimbursement.

CANCELLATION OF COURSES

1. To cancel a conference registration, fax a letter to (803) 734-9887. Fees will not be refunded.
2. Substitute attendees will be accepted, but a $25 processing fee will be required.
3. The Lieutenant Governor's Office on Aging has the right to cancel a course if less than six enroll. Students will be allowed to substitute another course at no charge.

HOTEL CANCELLATIONS
1. To cancel hotel reservations, call Francis Marion reservations line at 1-877-756-2121. Cancellations made after August 3, 2007 will result in forfeiture of deposit.

CHANGE COURSE FEE

1. A fee of $25 will be charged to change each course. This fee is not covered by reimbursement.
2. This fee will not be charged if a course is cancelled and the student must select another course.

TRAVEL REIMBURSEMENTS

1. Travel reimbursements may cover early registration fees, meals, and lodging up to $300. The total amount allowed is applied in the following order: fees, meals, and lodging.
2. Requests for reimbursement must be indicated on general application form.
3. Reimbursements are not awarded to out-of-state students.
4. Students' offices must be at least 50 miles away to be eligible for lodging reimbursement.
5. Students must take classes and receive a certificate each day that meals and lodging are requested.
6. Late fees and course change fees are not covered by reimbursement.

GENERAL APPLICATION FORM
2007 SUMMER SCHOOL OF GERONTOLOGY

Before your application can be processed, the $50 non-refundable registration fee must be enclosed. **After July 13, the registration fee increases to $250 and must accompany this application.**

Make checks payable to: Summer School of Gerontology, Lieutenant Governor's Office on Aging, 1301 Gervais Street, Suite 200, Columbia, SC 29201.

Name: _____

SS#: _____ NHA/CRCFA License #: _____

Title/Position: _____

Name of Employer: _____

Business Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ FAX #: _____

E-Mail Address: _____

In case of illness or emergency, please notify:

Name: _____ Phone: _____

STATISTICAL DATA:

Date of Birth:(month & year) _____ Gender: _____

Race: (check one)   White ☐   African American ☐   Hispanic ☐   Other ☐

American Indian/Alaska Native ☐   Native Hawaiian/Pacific Islander ☐

POSITION CLASSIFICATION:
As it relates to gerontology, please check ONE box that best describes you.

☐ Interested Person ☐ Direct Service Provider (Aging Network) ☐ Student
☐ Administrator ☐ Direct Service Provider (Other Agency) ☐ Instructor
☐ Senior ☐ Researcher
☐ Other, please specify _____

TRAVEL REIMBURSEMENT:

☐ Travel Reimbursement Requested in the amount of $_____(*maximum amount $300.00*) (Must be checked to receive reimbursement.)

Please mark below type of staff you are:
☐ AAA Staff   ☐ Local Service Contractor   ☐ State Employees & other organizations

Please Note: Not available to out-of-state students

SENIOR DAY SCHOLARSHIP:

☐ **I am applying for a Senior Day Scholarship**

COURSE REGISTRATION FORM

Please list the numbers, names, days and fees of courses you wish to attend. In the event we are not able to give you first choice, you will automatically be registered for your second choice.

Name: _____

FIRST CHOICE:

Course Number	Course Name	Course Day(s) M-F

SECOND CHOICE:

Course Number	Course Name	Course Day(s) M-F

Summer School Fees: Regular Registration Fee through July 13 ($50.00) $_____

Out of State Student ($250.00) $_____

After July 13 ($250.00) $_____

Living Well South Carolina Group Leader Course ($100.00) $_____

Total Costs . . . . $_____

MAKE CHECK PAYABLE TO AND MAIL TO: **SUMMER SCHOOL OF GERONTOLOGY
LIEUTENANT GOVERNOR'S OFFICE ON AGING
1301 Gervais Street, Suite 200
Columbia, SC 29201**

RETURN ALL FORMS WITH PAYMENT FOR REGISTRATION FEES.